

Message

From: Patrick, Monique [Patrick.Monique@epa.gov]
Sent: 1/12/2018 3:11:46 PM
To: Minoli, Kevin [Minoli.Kevin@epa.gov]
Subject: FW: Addendum - Head's up re: approval of ITP for Jocelyn Adkins AND Laurel Celeste's travel for NAFTA negotiations in January
Attachments: CCILO FY18 REVISED Activity_Requirements_OGC_12_26_17.xlsx; ATT00001.htm

From: Koslow, Karin
Sent: Thursday, January 11, 2018 11:09 PM
To: Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Monson, Mahri <Monson.Mahri@epa.gov>; Trudeau, Shaun <Trudeau.Shaun@epa.gov>
Cc: Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Brown, KendraR <Brown.KendraR@epa.gov>; Patrick, Monique <Patrick.Monique@epa.gov>; Albores, Richard <Albores.Richard@epa.gov>
Subject: Addendum - Head's up re: approval of ITP for Jocelyn Adkins AND Laurel Celeste's travel for NAFTA negotiations in January

Hi – I'm checking in on whether there are any specific questions I can help answer to enable Kevin to make a determination on whether to approve the ITPs for Jocelyn and Laurel.

Approving the ITP does not mean the trip has to occur. We can always decide at a later date to not fund the trip, even if we have an approved ITP.

HOWEVER, without an ITP number from OITA, we are precluded from funding the trip.

- The approval process after OGC signs off, has several other levels of review and can take time. Therefore, I'm hoping we can allow for the ITP to route through to OITA, while at the same time, if there are outstanding questions about the trip, we can continue to address them.

Budget concerns/questions:

- I've included CCILO's current budget projections for FY18. They reflect the revised NAFTA schedule. Our NAFTA-related travel was identified as P1. I note that our revised total request for NAFTA-related travel (\$25,422) is less than our original projections (\$28,200).
- We realize travel will need to be canceled if the CR expires on January 19 [travel is scheduled to begin on January 20 (Laurel) and Jan 21 (Jocelyn)]

Thanks,
Karin

Karin Koslow
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(202) 564-0171
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From: Minoli, Kevin
Sent: Tuesday, January 09, 2018 6:27 PM
To: Koslow, Karin <Koslow.Karin@epa.gov>
Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Trudeau, Shaun <Trudeau.Shaun@epa.gov>; Patrick, Monique <Patrick.Monique@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Grant, Brian <Grant.Brian@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>
Subject: RE: Addendum - Head's up re: approval of ITP for Jocelyn Adkins AND Laurel Celeste's travel for NAFTA negotiations in January

Hi Karin- Thank you for your notes, they are helpful. I have added in Elise and Kraig to make sure I understand the process for evaluating and approving high dollar travel over the last period of time so I can follow that analysis here.
Kevin

Kevin S. Minoli

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From: Koslow, Karin
Sent: Tuesday, January 09, 2018 4:03 PM
To: Minoli, Kevin <Minoli.Kevin@epa.gov>
Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Trudeau, Shaun <Trudeau.Shaun@epa.gov>; Patrick, Monique <Patrick.Monique@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>; Grant, Brian <Grant.Brian@epa.gov>
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Kevin – I just realized that Laurel's ITP for the NAFTA negotiations has also been created and is awaiting approval.

The logistics are the same as Jocelyn's, and the cost is similar (estimated at \$2,986). Laurel is the EPA legal representative in negotiations related to the Sanitary and Phytosanitary (SPS), Technical Barriers to Trade, and Good Regulatory Practices chapters. She'll be advising on matters related to FIFRA, TSCA as they arise as well.

I will also approve this ITP, and recommend your approval as well.

Thanks,
Karin

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From: Koslow, Karin

Sent: Tuesday, January 09, 2018 3:57 PM

To: Minoli, Kevin <Minoli.Kevin@epa.gov>

Cc: Monson, Mahri <Monson.Mahri@epa.gov>; Trudeau, Shaun <Trudeau.Shaun@epa.gov>; Patrick, Monique <Patrick.Monique@epa.gov>; Siciliano, CarolAnn <Siciliano.CarolAnn@epa.gov>

Subject: Head's up re: approval of ITP for Jocelyn Adkins travel for NAFTA negotiations in January

Importance: High

Kevin,

Today, you should receive an ITP for approval.

I have signed the ITP for Jocelyn Adkins to attend the next round of NAFTA negotiations. She has been participating regularly in these negotiations. We realize we don't currently have an operating budget; our proposed FY18 budget included these projected costs, identified as a P1 priority. The estimated cost for the trip is \$2,600. We recommend you approve this ITP.

In late January, the 6th round of the NAFTA negotiations are scheduled to occur in Montreal. Jocelyn has been a key negotiator for EPA during these negotiations, and pending your approval, is planning to fly to Montreal for Round 6 on January 21, with a return date to DC of January 25th. The Environment Chapter is a major focus during this round and her attendance and participation is critical.

Advance planning for the trips has been challenging because the logistical information from the State Department is provided with very little lead time. We are processing this as quickly as possible to ensure we receive the approvals in time to process Jocelyn's plane ticket within the next two weeks.

Please don't hesitate to contact me or Carol Ann with any questions.

Thanks,
Karin

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